FAST Guidance for Entering Fleet Data

The FAST system was developed to assist fleets in meeting the data reporting requirements of:
- Executive Order (EO) 13693 "Planning for Federal Sustainability in the Next Decade"
- Energy Policy Acts (EPAct) of 1992 and 2005
- Energy Independence and Security Act (EISA) of 2007
- OMB's Circular A-11 "Preparation, Submission, and Execution of the Budget"

Data collected through FAST will satisfy all of these requirements.

Historically, FAST has supported data reporting requirements from additional sources which have since been retired or superseded, including:
- EO 13514 "Federal Leadership in Environmental, Energy, and Economic Performance"
- EO 13423 "Strengthening Federal Environmental, Energy, and Transportation Management"
- GSA's SF82 "Agency Report of Motor Vehicle Data"

A. Logging into FAST

Once you receive your login ID (usually your work email address) and temporary password via email, you may begin to use the system by following the steps below. If you have not yet received your login information, you need to contact your FAST agency trainer for assistance.

1. Enter the URL https://fastweb.inl.gov/ in the address bar of your web browser (Internet Explorer, Chrome, Firefox, Safari, etc.). Enter your FAST login ID and (temporary) password, then click on the "Login" button.
2. If this is the first time you have logged into FAST, you will be asked to change your password. Click on the "Change Password" link and change your password. FAST has certain password protocols intended to prevent unauthorized use of this system. These protocols are listed on the Changes Passwords page.

B. Entering Data

1. To begin, click on the "Fleet Data" tab. A list of fleet names for which you have been assigned reporting responsibility will appear.
2. Click on the name of the fleet for which you wish to enter data.
3. In Block 1, titled Fleet Information, ensure that the following information is correct.
   a. Locale: Select either Foreign or Domestic. Domestic is for the 50 states, the District of Columbia, and the US territories (US Virgin Islands, Guam, American Samoa, the Northern Marianas Islands, and Puerto Rico) only. All other locations should be designated as foreign.
   b. Exemption: Select the appropriate exemption (if any) for this fleet: geographic or non-MSA operation. Click the help icon for assistance in determining if your fleet is covered under EPAct. More information on exemptions is also available in FAST's glossary.

     c. State and ZIP code: Supply the state and ZIP code for the actual location of the fleet. This information will be used to assist you in determining whether your fleet can take advantage of geographic exemptions. This need not be the same ZIP code for the contact information of the submitting official.

     Note: If your fleet is a consolidated fleet of vehicles in more than one state or is a foreign fleet, leave these fields blank.

4. In Block 2, titled Submitter's Contact Information, enter the submitting official's contact information. The submitting official is the primary person responsible for the data. This should be the person to contact with any questions regarding the data entered and will typically be the fleet manager. Choose the applicable contact from the drop-down "Name" box, and FAST will complete the header information. Update the contact information shown for the selected individual, if needed; when the "Save Report Header" button is clicked, the contact information will be saved. If the appropriate individual is not listed in the drop-down "Name" box, contact your agency administrator to request that they add the needed individual to FAST as a user.

     Note: The header information (name, address, phone, and email address) is for the submitting fleet official's work location information, *not* the fleet location information. After entering the requested information, click on the "Save Report Header" button. The "Submitting Official Approval" should remain "Not Yet Approved" until all fleet data has been entered, verified, and validated.

5. In the "Report Section Status" table, click on each of the white dots for the Section 1, 2, and 3 forms to enter data. Change the status on each form to "Complete" only after all data has been entered and verified. Fill out the information described below for the Section 1, 2, and 3 forms. Agency fleet managers will approve this information before it is forwarded to DOE/GSA/EIA. You may save this work while it is in progress by clicking the "Save" button on each report. A comment section is available at the bottom of each report. When the data is complete, toggle the "Complete" button on each report to forward it to your approving official.

     Note: After all data is entered and verified, and the status of the data is set to "Complete" on each of the input forms described below, the submitting individual must run the submitted data through FAST's validation logic using the "Generate and view data validation report" link that appears between "Submitting Official Approval" and the "Save Report Header" button. FAST will attempt to validate all data and generate a list of any identified problems requiring attention. Each item will have a link to the section of the report where the problem was identified. As an example of the type of problem that this validation might catch, having 10 CNG 4x2 pickups in Acquisition Actuals, and only having 8 in the Inventory Actuals will generate an entry in the validation report.

     All vehicles acquired (received) during the fiscal year should show in both the Acquisition Actuals and Inventory Actuals. Vehicles received during the fiscal year and which were also disposed prior to the end of the fiscal year should be reported in both the Acquisition Actuals

and the Disposal Actuals. Alternative fueled vehicles ordered but not received prior to October 1 should be entered as part of the Acquisitions Actuals for this FY, but should not be included in your inventory. Ensure that you do not double-count the acquisition of these vehicles in your report next year (when these vehicles should then be included as inventory and not as acquisitions). This will allow your fleet to take advantage of acquisition EPAct credits in the current fiscal year. All vehicles disposed during the fiscal year should be recorded on the Disposal Actuals form. FAST's Data Quality/Consistency Report should also be reviewed as you complete data entry on each of the forms for any discrepancies, and necessary changes made or comments entered on the appropriate data entry forms explaining apparent discrepancies in the reported data.

Only after all of the items identified during the validation and consistency review have been resolved, should you toggle the Submitting Official Approval from "Not Yet Approved" to "Approved." This signifies that all of the data for this individual fleet has been reported, validated, and approved.

Section 1 Input Forms

Inventory Actuals (1a)
Enter vehicles in your operating inventory as of the last day of the fiscal year that just ended (e.g., for FY 2017 reporting, as of the end of September 2017). You may enter the information directly into the table in FAST or download and fill out an Excel. If you choose to fill out the template, download it, fill in the needed information, save it, and upload it back into FAST for processing. Below are instructions on what to do for each column (indicated by the corresponding letter on the form). You may also add comments for this section at the bottom of the page.

    a. Enter the two-letter abbreviation of the state in which the vehicles were located/garaged. Note that for vehicles in foreign fleets, the only valid location is "FO" (denoting foreign vehicles).

    b. Indicate whether these vehicles are law enforcement (LE) vehicles by selecting Y or N.

    c. Non-MSA operation is not applicable to inventory actuals.

    d. Select the vehicle type.

    e. Choose the appropriate fuel type for the selected vehicle type. Fuel type options will not show until a vehicle type is entered.

    f. EISA Section 141 LGHG Acq. is not applicable to inventory actuals.

    g. Enter the number of commercial-leased vehicles.

    h. Enter the number of GSA-leased vehicles.

    i. Enter the number of agency-owned vehicles.

    j. If the row includes any agency-owned vehicles, enter the average age (in months) of those agency-owned vehicles as of the end of the fiscal year.

    k. If there are any comments on the vehicle(s), enter them here.

    l. Designate any armored vehicles by the appropriate armor level (Types I through IV or "S" for special armor). Leave this selection in its default blank state for non-armored vehicles.

    m. Executive Fleet designation is not applicable for FY 2016 (and later) reporting.

    n. VAM Exemption designation is not applicable for FY 2016 (and later) reporting.

o. The correction designation in this column cannot be changed by users; it is used to designate whether or not a row of data is part of a data correction set (typically used to address significant errors in agency-reported data).

p. After completing all columns on the row, use the "Add" button to save the data. Once a row has been saved, use the edit icon or the delete icon as needed to modify previously saved changes.

Vehicle Inventory Data

	State a	LE b	Non MSA c	Vehicle Type d	Fuel Type e	EISA § 141 LGHG Acq f	Leased Comm g	Leased GSA h	Owned # i	Owned Age j	Comments k	Armor l	Exec Fleet m	VAM Exempt n	Corr o	Action p
1	AR	Y		Sedan/St Wgn Midsize	GAS DE	N/A	5	10	15	4.00			N/A	N/A		
2	AR	N		Sedan/St Wgn Midsize	E85 FF	N/A	0	7	0	-			N/A	N/A		
3	AR	N		Sedan/St Wgn Midsize	E85 FF	N/A	0	1	0	-	Assigned to Asso...		N/A	N/A		
4	AR	N		LD Pickup 4x2	E85 FF	N/A	0	6	2	10.00			N/A	N/A		
5	AR	N		MD SUV	DSL DE	N/A	1	0	0	-			N/A	N/A		
6						TOTAL:	6	24	17	4.71						
7	AR	N -	☐	LD SUV 4x2	E85 FF	N/A		3					N/A	N/A		Add

Figure 1: Section 1 input screen

Acquisitions Actuals (1a)

Enter vehicles acquired at any time during the corresponding fiscal year. You may enter the information directly into the table in FAST or download and fill out an Excel template. If you choose to fill out the template, download it, fill in the needed information, save it, and upload it back into FAST for processing. Below are instructions on what to do for each column (indicated by the corresponding letter on the form). You may also add comments for this section at the bottom of the page.

a. State is not applicable to acquisition actuals.

b. Indicate whether these vehicles are law enforcement (LE) vehicles by selecting Y or N.

c. Check the box if these vehicles qualify for a non-MSA operation exemption.

d. Select the vehicle type.

e. Choose the appropriate fuel type for the selected vehicle type. Fuel type options will not show until a vehicle type is entered.

f. Choose the appropriate designation of these vehicles under EISA Section 141.

g. Enter the number of commercial-leased vehicles.

h. Enter the number of GSA-leased vehicles.

i. Enter the number of owned vehicles.

j. If the row includes any agency-owned vehicles, enter the average age (in months) of those agency-owned vehicles as of the end of the fiscal year.

k. If there are any comments on the vehicle(s), enter them here.

l. Designate any armored vehicles by the appropriate armor level (Types I through IV or "S" for special armor). Leave this selection in its default blank state for non-armored vehicles.

m. Executive Fleet designation is not applicable for FY 2016 (and later) reporting.

n. VAM Exemption designation is not applicable for FY 2016 (and later) reporting.

  o. The correction designation in this column cannot be changed by users; it is used to designate whether or not a row of data is part of a data correction set (typically used to address significant errors in agency-reported data).

  p. After completing all columns on the row, use the "Add" button to save the data. Once a row has been saved, use the edit icon or the delete icon as needed to modify previously saved changes.

Disposal Actuals (1a)

Enter vehicles disposed of during this corresponding fiscal year. You may enter the information directly into the table in FAST or download and fill out the Excel template. If you choose to fill out the template, download it, fill in the needed information, save it, and upload it back into FAST for processing. Below are instructions on what to do for each column (indicated by the corresponding letter on the form). You may also add comments for this section at the bottom of the page.

  a. State is not applicable to disposal actuals.

  b. Indicate whether these vehicles are law enforcement (LE) vehicles by selecting Y or N.

  c. Non-MSA operation is not applicable to disposal actuals.

  d. Select the vehicle type.

  e. Choose the appropriate fuel type for the selected vehicle type. Fuel type options will not show until a vehicle type is entered.

  f. EISA Section 141 LGHG Acq. is not applicable to disposal actuals.

  g. Enter the number of commercial-leased vehicles.

  h. Enter the number of GSA-leased vehicles.

  i. Enter the number of owned vehicles.

  j. If the row includes any agency-owned vehicles, enter the average age (in months) of those agency-owned vehicles at the time the vehicles were disposed.

  k. If there are any comments on the vehicle(s), enter them here.

  l. Designate any armored vehicles by the appropriate armor level (Types I through IV or "S" for special armor). Leave this selection in its default blank state for non-armored vehicles.

  m. Executive Fleet designation is not applicable for FY 2016 (and later) reporting.

  n. VAM Exemption designation is not applicable for FY 2016 (and later) reporting.

  o. The correction designation in this column cannot be changed by users; it is used to designate whether or not a row of data is part of a data correction set (typically used to address significant errors in agency-reported data).

  p. After all columns on the row, use the "Add" button to save the data. Once a row has been saved use the edit icon or the delete icon as needed to modify previously saved changes.

Acquisitions Planned (1b), Projected (1c), Forecast (1d)

Enter the vehicles that are planned to be acquired during each of the three future years (planned, projected, forecast, as appropriate). You may enter the information directly into the table in FAST or download and fill out the Excel template. If you choose to fill out the template, download it, fill in the needed information, save it, and upload it back into FAST for processing. Below are instructions on what to do for each column (indicated by the corresponding letter on the form). You may also add comments

for this section at the bottom of the page. You must also report the volumes of B20 and B100 fuels this fleet is estimated to consume in the relevant corresponding year.

    a. State is not applicable to acquisitions planned, projected, or forecast.

    b. Indicate whether each vehicle is law enforcement (LE) by selecting Y or N.

    c. Check the box if these vehicles qualify for a non-MSA operation exemption.

    d. Select the vehicle type.

    e. Choose the appropriate fuel type for the selected vehicle type. Fuel type options will not show until a vehicle type is entered.

    f. EISA Section 141 LGHG Acq. is not applicable to planned, projected, or forecast acquisitions.

    g. Enter the number of commercial-leased vehicles.

    h. Enter the number of GSA-leased vehicles.

    i. Enter the number of owned vehicles.

    j. If the row includes any agency-owned vehicles, enter the average age (in months) of those vehicles as of the end of the fiscal year.

    k. If there are any comments on the vehicle, enter them here.

    l. Designate any armored vehicles by the appropriate armor level (Types I through IV or "S" for special armor). Leave this selection in its default blank state for non-armored vehicles.

    m. Executive Fleet designation is not applicable for FY 2016 (and later) reporting.

    n. VAM Exemption designation is not applicable for FY 2016 (and later) reporting.

    o. The correction designation in this column cannot be changed by users; it is used to designate whether or not a row of data is part of a data correction set (typically used to address significant errors in agency-reported data).

    p. After completing all columns on the row, use the "Add" button to save the data. Once a row has been saved, use the edit icon or the delete icon as needed to modify previously saved changes.

Disposal Planned (1b), Projected (1c), Forecast (1d)

Enter vehicles that are targeted for disposal during each of the three future years (planned, projected, forecast, as appropriate). If you choose to fill out the template, download it, fill in the needed information, save it, and upload it back into FAST for processing. Below are instructions on what to do for each column (indicated by the corresponding letter on the form). You may also add comments for this section at the bottom of the page.

    a. State is not applicable to disposals planned, projected, or forecast.

    b. Indicate whether these vehicles are law enforcement (LE) vehicles by selecting Y or N.

    c. Non-MSA operation is not applicable to planned, projected, or forecast disposals.

    d. Select the vehicle type.

    e. Choose the appropriate fuel type for the selected vehicle type. Fuel type options will not show until a vehicle type is entered.

    f. EISA Section 141 LGHG Acq. is not applicable to planned, projected, or forecast disposals.

    g. Enter the number of commercial-leased vehicles.

    h. Enter the number of GSA-leased vehicles.

    i. Enter the number of owned vehicles.

j.   If the row includes any agency-owned vehicles, enter the average age (in months) of those agency-owned vehicles at the time the vehicles are to be disposed of.

k.   If there are any comments on the vehicle, enter them here.

l.   Designate any armored vehicles by the appropriate armor level (Types I through IV or "S" for special armor). Leave this selection in its default blank state for non-armored vehicles.

m.   Executive Fleet designation is not applicable for FY 2016 (and later) reporting.

n.   VAM Exemption designation is not applicable for FY 2016 (and later) reporting.

o.   The correction designation in this column cannot be changed by users; it is used to designate whether or not a row of data is part of a data correction set (typically used to address significant errors in agency-reported data).

p.   After completing all columns on the row, use the "Add" button to save the data. Once a row has been saved, use the edit icon or the delete icon as needed to modify previously saved changes.

Section 2 Input Forms

Vehicle Cost/Miles Data Actuals (2a)

This section is used to enter data detailing vehicle cost and miles, organized by vehicle ownership type and then by vehicle class. Enter the requested information for each type of vehicle: indirect costs, maintenance costs, depreciation, acquisition costs, and miles traveled.

Enter data for all of the law enforcement, emergency response (including ambulances), and armored vehicles in the fleet in the last three lines of each ownership section, regardless of vehicle class. Note that because these LE, emergency response, and armored rows represent subsets of the overall fleet, values entered in each of the fields for these groups of vehicles must be smaller than the corresponding total for all vehicles in the fleet.

1. Costs and Mileage Associated with Agency-owned Vehicles

Vehicle Class	Cost Category					Total Operating Costs *	FY 2016 Acquisition Costs ℮	FY 2016 Miles Traveled ℮
	Indirect	Maintenance	Depreciation	Lease	Fuel *			
a	b	c	d	e	f	g	h	i
1 Sedans & SW	$ 0	$ 0	$ 0	n/a	n/a	$ 0	$ 0	0
2 LSEVs	$ 0	$ 0	$ 0	n/a	n/a	$ 0	$ 0	0
3 Ambulances	$ 0	$ 0	$ 0	n/a	n/a	$ 0	$ 0	0
4 Buses	$ 0	$ 0	$ 0	n/a	n/a	$ 0	$ 0	0
5 LD Trucks (4x2)	$ 0	$ 0	$ 0	n/a	n/a	$ 0	$ 0	0
6 LD Trucks (4x4)	$ 0	$ 0	$ 0	n/a	n/a	$ 0	$ 0	0
7 MD Vehicles	$ 0	$ 0	$ 0	n/a	n/a	$ 0	$ 0	0
8 HD Vehicles	$ 0	$ 0	$ 0	n/a	n/a	$ 0	$ 0	0
9 *Totals*	$ 0	$ 0	$ 0	n/a	$ 0	$ 0	0	0
10 Law Enforcement	$ 0	$ 0	$ 0	n/a	$ 0	$ 0	$ 0	0
11 Emergency Response	$ 0	$ 0	$ 0	n/a	$ 0	$ 0	$ 0	0
12 Armored Vehicles	$ 0	$ 0	$ 0	n/a	$ 0	$ 0	$ 0	0

Figure 2: Section 2 input screen

Most of the columns are the same in each ownership section, but there are important differences between agency-owned vehicles and leased vehicles:

1. Column D (depreciation) must be reported only for agency-owned vehicles.
2. Column E (lease costs) must be reported only for leased vehicles (vehicles leased from commercial leasing sources and/or from the GSA fleet). In the two lease sections, fill in column E (lease costs).
3. Lease costs reported in column E for vehicles leased from the GSA fleet should include all fuel costs, as FAST currently assumes that all GSA leases are "wet" leases and takes appropriate steps to avoid double-counting fuel costs for these vehicles, where appropriate.

The totals in row 9 and column G will automatically update as you enter data. Add any necessary comments in the Comments field at the bottom of the page.

You may save your progress by clicking the "Save and Return to Status Screen" button. Once all the data is entered and verified, select the "Complete" option above the tables, then select "Save and Return to Status Screen."

Out-Year Vehicle Cost Data Planned (2b), Projected (2c), and Forecast (2d)

If your agency is required to submit out-year cost projection data for your fleet, enter the estimated fleet operating costs, acquisition costs, and disposal proceeds for all of the vehicles in the fleet. This section is organized by vehicle ownership type (agency-owned, GSA-leased, commercial-leased) and fleet segment within each ownership type (all vehicles, LE vehicles, armored vehicles). Enter each type of cost for each segment of vehicles: all vehicles, LE, and armored (note that although emergency response costs and miles are collected as part of the "actuals" data, this subset is not collected for the out-year vehicle cost projections). The totals will automatically update as you enter information. Add any necessary comments in the Comments field at the bottom of the page.

Ownership	Segment	2016 Operating Cost	2017 Operating Cost ⊘	2017 Acquisition Costs ⊘	2017 Disposal Proceeds ⊘
Agency-owned Vehicles					
	All Vehicles	$0	$ 0	$ 0	$ 0
	LE	$0	$ 0	$ 0	$ 0
	Armored	$0	$ 0	$ 0	$ 0
GSA-leased Vehicles					
	All Vehicles	$0	$ 0	$ 0	$ 0
	LE	$0	$ 0	$ 0	$ 0
	Armored	$0	$ 0	$ 0	$ 0
Commercially-leased Vehicles					
	All Vehicles	$0	$ 0	$ 0	$ 0
	LE	$0	$ 0	$ 0	$ 0
	Armored	$0	$ 0	$ 0	$ 0
Total Fleet					
	All Vehicles	$0	$0	$0	$0
	LE	$0	$0	$0	$0
	Armored	$0	$0	$0	$0

Figure 3: Section 2 cost projection input screen

You may save your progress by clicking "Save and Return to Status Screen." Once all the data is entered and verified, select the "Complete" option above the tables, then click "Save and Return to Status Screen."

Section 3 Input Form

Actual Fuel Cost/Consumption by Fuel Type (3a)
Enter the actual fuel cost and consumption by fuel type and by location. You may enter the information directly into the table in FAST or download and fill out the Excel template. If you choose to fill out the template, download it, fill in the needed information, save it, and upload it back into FAST for processing.

Enter the state or territory abbreviation identifying where the fuel was consumed. If a certain fuel type was used in more than one state or territory, include a new entry for each state/territory it was used in. Select the fuel type. If any LE or E/ER vehicles used that type of fuel, make a separate entry for each type of exemption. If this row represents fuel consumed in armored vehicles, check the box. Create separate fuel consumption rows for any needed combinations of covered+unarmored vehicles, covered+armored, LE+unarmored, LE+armored, E/ER+unarmored, E/ER+armored vehicles based on the

vehicles in your fleet. Enter the total cost (USD) for the fuel consumption on this row. You may enter the amount of fuel consumed either in natural units (default) or in gasoline gallon equivalents (GGEs). If you choose to use GGEs, select "GGE" in column J. Whichever method you select, FAST will automatically calculate the other when the data is saved. Enter any necessary comments for that fuel type, then click "Add." Once a row has been saved, use the edit icon or the delete icon as needed to modify previously saved changes. When all fuel cost and consumption has been entered, select the "Complete" option above the table, then click "Save and Return to Status Screen."

Fuel Cost / Consumption

	State	Fuel Type	Vehicles		Cost	Natural Units			Comment	GGE				Corr	Action
			Exempt?	Arm		GSA-Leased	Comm-Leased	Owned		GSA-Leased	Comm-Leased	Owned	Total		
	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
1	AR	GAS	No		$ 23,000	12,000	0	0		12,000	0	0	12,000		📝❘🔲
2	AR	GAS	LE		$ 17,500	8,000	0	0		8,000	0	0	8,000		📝❘🔲
3	AR	E85	No		$ 19,000	11,300	0	0		8,136	0	0	8,136		📝❘🔲
4	AR	DSL	No		$ 8,000	800	0	1,200		917	0	1,376	2,293		📝❘🔲
5			TOTAL:		$ 67,500	32,100	0	1,200		29,053	0	1,376	30,429		🔲🔲
6	AR	▾	No ▾	☐						○NU ○GGE					Add

Figure 4: Section 3 input screen

After Finishing Data Entry

1. After all section forms have been toggled to "Complete," the submitting individual must run the submitted data through FAST's data validation logic using the "Generate and view data validation report" link that appears between the Report Header section and the Report Section Status block. FAST will attempt to validate all data and generate a list of any identified problems requiring attention. Each separate item will have a link to the section of the report where the problem was identified.

2. Review the FAST Data Quality/Consistency Report by clicking on the corresponding link or icon within the Section 4 block of the Report Status screen. This report includes several year-to-year consistency checks and data completeness checks for the current year's data. Closely review any items highlighted within this report to ensure that the corresponding data is correct and complete.

3. After correcting all validation errors, and reviewing and verifying all report data, click on the "Submitting Official Approval Status Approved" option. (Approving the report released it for approval by the regional or agency approver.)

4. All data has now been saved for additional approvals, if needed. You may continue to report data for other fleets for which you are responsible, if any. When you are finished, you may logout by clicking on the "Logout" button in the upper right corner of the header of the FAST page.

C. Available Help Resources

There are several ways to get online help for FAST.

1. Upon logging into the system, you may be presented with the "What's New?" page. You can dismiss this screen from subsequent logins if you prefer, but when new information is added you will be presented with the screen again when you log in. Additionally, you can select "What's New?" from the "Help" tab in FAST to review information about important updates to FAST or other announcements.

2. Help for FAST is available at https://fastweb.inl.gov/help/. This system includes FAQ pages, points of contact, user guides, and a glossary to assist users in understanding the FAST system, underlying requirements, and terminology.

3. You can also click on the question mark icon on many of the FAST input forms within FAST to see a pop-up help bubble.

4. If additional assistance is needed, you may contact your FAST agency trainer, whose contact information is shown at the bottom of each page within FAST. A link to the "Agency Help Desk List" is also available on the FAST Login screen.